

**From:** Kelley Chase/R3/USEPA/US  
**Sent:** 2/13/2012 4:31:05 PM

**To:** [Ex. 4 - CBI]  
**CC:** Cynthia Caporale/ESC/R3/USEPA/US@EPA; [Ex. 4 - CBI] Fred Foreman/ESC/R3/USEPA/US@EPA; Gary Newhart/CI/USEPA/US@EPA; John Gilbert/CI/USEPA/US@EPA; Richard Fetzer/R3/USEPA/US@EPA; Richard Rupert/R3/USEPA/US; [Ex. 4 - CBI] Sella Burchette/ERT/R2/USEPA/US@EPA  
**Subject:** RE: EXTERNAL: Re: Dimock Follow-Up Verification/Completeness Check

**Ex. 4 - CBI**

Yes, Cynthia Caporale (Chief of EPA Region 3's OASQA Laboratory Branch) will be sending out notifications (via e-mail) when the validated data ("validated" means that the data has gone thru steps 1, 2 and 3 in attached Data Process Matrix) is posted to the FTP site. She will copy you as well as John Gilbert, [Ex. 4 - CBI] and me.

Sorry - should have sent you the attached matrix earlier. Hope this helps. Please contact me with any questions.

Thanks again - Kelley

**From:** [Ex. 4 - CBI]  
**To:** Kelley Chase/R3/USEPA/US@EPA  
**Cc:** Cynthia Caporale/ESC/R3/USEPA/US@EPA; [Ex. 4 - CBI] Fred Foreman/ESC/R3/USEPA/US@EPA; Gary Newhart/CI/USEPA/US@EPA; John Gilbert/CI/USEPA/US@EPA; Richard Fetzer/R3/USEPA/US@EPA; Richard Rupert/R3/USEPA/US; [Ex. 4 - CBI] Sella Burchette/ERT/R2/USEPA/US@EPA  
**Date:** 02/13/2012 04:09 PM  
**Subject:** RE: EXTERNAL: Re: Dimock Follow-Up Verification/Completeness Check

Kelley,

Will I be receiving some sort of notification that new data are available from you or someone else? I don't want to start reviewing any of the data until I know that data are final. Let me know. Thanks.

**Ex. 4 - CBI**

**From:** Kelley Chase [mailto:Chase.Kelley@epamail.epa.gov]  
**Sent:** Monday, February 13, 2012 3:55 PM  
**To:** [Ex. 4 - CBI]  
**Cc:** Cynthia Caporale; [Ex. 4 - CBI] Fred Foreman; Gary Newhart; John Gilbert; Richard Fetzer; Richard Rupert; [Ex. 4 - CBI] Sella Burchette  
**Subject:** RE: EXTERNAL: Re: Dimock Follow-Up Verification/Completeness Check

Hi [Ex. 4 - CBI]

John Gilbert, [Ex. 4 - CBI] and I had a discussion with Cynthia Caporale this morning. We were able to work out the various details and agreed that the approach described in your February 9th e-mail should meet our needs.

Thanks for following up - Kelley

From: [Ex. 4 - CBI]  
To: Kelley Chase/R3/USEPA/US@EPA  
Cc: Cynthia Caporale/ESC/R3/USEPA/US@EPA, [Ex. 4 - CBI], Fred Foreman/ESC/R3/USEPA/US@EPA, Gary Newhart/CI/USEPA/US@EPA, John Gilbert/CI/USEPA/US@EPA, Richard Rupert/R3/USEPA/US, [Ex. 4 - CBI], Sella Burchette/ERT/R2/USEPA/US@EPA, Richard Fetzer/R3/USEPA/US@EPA  
Date: 02/13/2012 02:43 PM  
Subject: RE: EXTERNAL: Re: Dimock Follow-Up Verification/Completeness Check

Hi Kelley,

I didn't hear back from you on Friday on the 'final' approach. Can you let me know what the status is? Thanks.

[Ex. 4 - CBI]

**From:** Kelley Chase [mailto:Chase.Kelley@epamail.epa.gov]  
**Sent:** Friday, February 10, 2012 9:25 AM  
**To:** [Ex. 4 - CBI]  
**Cc:** Cynthia Caporale; [Ex. 4 - CBI]; Fred Foreman; Gary Newhart; John Gilbert; Richard Rupert; [Ex. 4 - CBI]; Sella Burchette; Richard Fetzer  
**Subject:** EXTERNAL: Re: Dimock Follow-Up Verification/Completeness Check

Hi [Ex. 4 - CBI]

Thanks for the prompt response. You've done a great job of capturing all the issues discussed during our call. Based on my discussions with [Ex. 4 - CBI] on-site, it sounds like you have worked out an approach for having SERAS personnel upload/tracking the data files from the FTP site to the SCRIBE database. However, I would like to speak with Cynthia Caporale (Chief of EPA Region 3's OASQA Laboratory Branch) to confirm we are all on the same page/ work out some of the details before we "finalize" the approach. I expect to get back to you this afternoon.

Thanks again for your help - Kelley

From: [Ex. 4 - CBI]  
To: Kelley Chase/R3/USEPA/US@EPA, Cynthia Caporale/ESC/R3/USEPA/US@EPA, Fred Foreman/ESC/R3/USEPA/US@EPA, John Gilbert/CI/USEPA/US@EPA, [Ex. 4 - CBI], Richard Rupert/R3/USEPA/US, Sella Burchette/ERT/R2/USEPA/US@EPA, Gary Newhart/CI/USEPA/US@EPA  
Cc: [Ex. 4 - CBI]  
Date: 02/09/2012 02:01 PM  
Subject: Dimock Follow-Up Verification/Completeness Check

Good Afternoon to All,

Based on the teleconference last evening regarding the data for the Dimock Site, SERAS will conduct a data verification/completeness check that will include the following:

1. Scribe Management
2. Ensure that data are available for each sample and parameter documented on each chain of custody record.
3. Read each case narrative from the Regional lab reports and each validation report from ESAT for the outside contract labs and notify ERT/Regional personnel of any potential "red" flags. "Red" flags will be defined as those items that may trigger a difference of opinion in how the data were qualified,
4. Check EDDs for to ensure that appropriate qualifiers have been entered.
5. Import data from csv files and check EDDs for complete and accurate data transfer.

Items 1, 2 and 5 can be completed by on-site SERAS personnel. Items 3 and 4 will be done at the SERAS facility by QA personnel.

In order to efficiently complete these tasks, SERAS personnel will need access to the following information:

1. QAPP or SAP for the Site to determine type and frequency of QC samples
2. Action or trigger levels for each compound
3. All case narratives and data validation reports
4. All chain of custody records
5. All EDDs documenting results, units, dilution factors, RL and/or MDL, etc.

The following assumptions will be made by SERAS personnel:

1. SERAS will assume that all case narratives from the Regional labs and all case narratives from Region 3 ESAT have been reviewed in accordance with Regional or ESAT protocols and contain all pertinent and complete information required for SERAS personnel to conduct the completeness check. SERAS will not have access to any data so all comments will be based solely on the information available to SERAS personnel.
2. ERT/EPA Region 3 will define the procedure and/or any documentation and the timeframe required to relay any "red" flags to ERT/EPA Region 3 personnel for EPA to resolve and determine data usability.

I would suggest that a work flow process be developed so that SERAS can provide you with the information that you need to be able to release the data to the public. As an example:

1. EPA will create "To Be Reviewed?" folders on the ftp site for SERAS personnel to access that will contain but is not limited to: chain of custody records, case narratives, validation reports, .CSV files
2. SERAS field personnel will access the ftp site and ensure that data are available for each sample and parameter documented on each chain of custody record.
3. SERAS QA personnel will access the ftp site and review each case narrative and validation report and provide comments on each to <specify names>. This will be accomplished via <e-mail, memo ?specify>
4. Files are then moved to "Review Done" folder .....and so on.

SERAS would like to ensure that extra time is not spent re-reviewing files. I welcome any suggestions/comments to what is outlined above. Thank you in advance for your help.

**Ex. 4 - CBI**

**Ex. 4 - CBI**

*Lockheed Martin*

*Scientific, Engineering, Response and Analytical Services (SERAS)*

**Ex. 4 - CBI**

**From:** Kelley Chase [mailto:Chase.Kelley@epamail.epa.gov]

**Sent:** Wednesday, February 08, 2012 2:58 PM

**To:** **Ex. 4 - CBI** Cynthia Caporale; Fred Foreman; John Gilbert

**Subject:** EXTERNAL: Dimock Data Meeting/Call Summary - Scheduled for 5PM EST Today

If you are available - please call in to **Ex. 6 - Personal Privacy** at 5pm. Enter code **Ex. 6 - Personal Privacy**

Thanks - Kelley

